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Planning

Payroll management services

Golding Homes

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2021/S 000-021825

Procurement identifier (OCID): ocids-h6vhtk-02dcb0

Published 3 September 2021, 9:15am

Section I: Contracting authority

I.1) Name and addresses

Golding Homes

County Gate One, Staceys Street

Maidstone

ME16 0LS

Contact

Procurement

Email

procurement@goldinghomes.org.uk

Telephone

+44 3007772600

Country

United Kingdom

NUTS code

UKJ - South East (England)

National registration number

United Kingdom

Internet address(es)

Main address

<https://www.goldinghomes.org.uk>

I.3) Communication

Additional information can be obtained from another address:

Golding Homes

County Gate One, Staceys Street

Maidstone

ME14 1ST

Email

procurement@goldinghomes.org.uk

Country

United Kingdom

NUTS code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.goldinghomes.org.uk>

Tenders or requests to participate must be submitted to the following address:

Golding Homes

County Gate One, Staceys Street

Maidstone

ME14 1ST

Email

procurement@goldinghomes.org.uk

Country

United Kingdom

NUTS code

UKJ - South East (England)

Internet address(es)

Main address

<https://forms.office.com/r/n5XgZh4bNa>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Payroll management services

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

Golding Homes wish to re-procure their payroll management services. At this stage we are seeking to engage with the market to understand capability. There is a requirement to integrate with an existing system (HiBOB) as a mandatory requirement.

II.1.5) Estimated total value

Value excluding VAT: £180,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems
- 48100000 - Industry specific software package
- 48219300 - Administration software package

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

SOUTH EAST (ENGLAND)

II.2.4) Description of the procurement

Golding Homes require a payroll management service that has proven experience in integrating with the HR solution HiBob.

We are seeking a service that has exceptional levels of customer service, strong account management and who will be a trusted partner for us to deliver a core service to our colleagues.

Requirements include:

- Core managed payroll functionality inclusive of, but not limited to payroll calculation processing, pay review processing, automated statutory deductions, benefit & holiday schemes, payroll management reporting, P11Ds, pay slip production and access, tax authority integration.
- Core payroll bureau services and processes with data processing and support services based in the UK
- Colleague expenses management and platform
- HR system integration; a SaaS product with proven integration to HiBob.
- Colleague and manager self-service functionality
- Suitable for use on desktop and mobile devices

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £180,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

This contract is subject to renewal

Yes

Description of renewals

It is intended that this contract can run to a maximum of 6 years as an initial 36 months (+1 + 1 + 1)

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

To participate in this market engagement activity please complete this form
<https://forms.office.com/r/n5XgZh4bNa>

II.3) Estimated date of publication of contract notice

7 October 2021

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

There is a MUST HAVE requirement for this payroll system to integrate with Hibob HR Software - during tender stage, this will be a pass/fail requirement. In addition to evaluation against our functional requirements, documented with MOSCOW prioritisation, selection evaluation will include:

- Service Level Agreements and Account Management
- Implementation approach

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.5) Scheduled date for start of award procedures

29 October 2021

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Please see survey at <https://forms.office.com/r/n5XgZh4bNa> to register for our market engagement activities. Please note, this is not a call for competition, but a notice to commence engagement with suitable providers. Expression of interest does not guarantee participation.

<https://forms.office.com/r/n5XgZh4bNa>

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=621733470>

GO Reference: GO-202192-PRO-18842064

VI.4) Procedures for review

VI.4.1) Review body

Golding Homes

County Gate One, Staceys Street

Maidstone

ME14 1ST

Email

procurement@goldinghomes.org.uk

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

N/A

N/A

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom